

EBIS Improvements

Processing Retirement Packages Electronically

- Contact made with OPM on 24 October 2002
 - *OPM indicated electronic Signature Authority exists - no request needed for electronic retirement package*
- Sub-group meeting hosted by Navy 27-29 Jan 2003
 - *When deployed EBIS II will include 18 retirement forms originally identified by Consortium – forms will be fillable*
 - *Requirements will be written and reviewed by the sub-group*
 - *Upon sub-group approval, package will be presented to contractor*
- Contractor to make enhancements
 - *User to complete necessary retirement application electronically, sign and e-mail to HRSC for processing*
 - Forms that cannot be electronically signed will need to be mailed

EBIS Improvements

- *Processing Retirement Packages Electronically (cont.)*
 - Enhancements....(cont.)
 - *Question format rather than actual forms – more comfortable for users*
 - Forms auto-populated from database and/or answers provided by user to series of questions
 - *Process intuitive – answers to questions will impact which forms are used/included in the final package that counselor downloads*
 - *Return employee to any unanswered questions – cannot submit until complete*
 - *Employee ability to print forms or parts of forms they have responsibility to complete*
 - *Employee ability to e-mail package to appropriate destination without loss of security*
 - *Forms to be completed by the retirements specialist will be received and auto-populated for use in the final package*

EBIS Improvements

- *Processing Retirement Packages Electronically (cont.)*
 - Enhancements....(cont.)
 - *Include list of documents that must be signed by the employee or spouse/former spouse by original signature (when electronic signature is not acceptable) and mailed to the appropriate component benefit office.*
 - *Add button for SF-2818 to provide cost of continuation of coverage into retirement or send to OPM's FEGLI Calculator*
 - *If retirement is effective after FEHB open season effective date, provide opportunity to complete SF-2809 to include with the retirement package for forwarding to OPM*
 - *Include agency-specific instructions for sending disability retirement applications – these should be submitted by mail only – not electronically and not piece-meal*